

## FY2025 TxDOT Traffic Safety RFP - Frequently Asked Questions - STEP

### Terminology:

**Organization** - when using the term “organization” in this document it includes, but is not limited to, an organization, an agency and/or any other entity eligible for General Traffic Safety Grants.

**Grants** - the term “grant” in this document refers to General Traffic Safety Grants.

**Subgrantee(s)** - the term “subgrantee(s)” in this document refers to recipients of General Traffic Safety Grants.

Q #	Question	Answer
1)	Is the proposal training webinar going to be posted online?  What about the STEP Power Point Presentation?	Yes, the training sessions have been recorded and the STEP Power Point Presentation (PDF) can be accessed through the eGrants RFP page:  <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</a>
2)	When I log into eGrants and click on “View Proposals” there are several options. They are labeled “General-”, “STEP Comprehensive-”, and “STEP CMV-”. All have the same due date and grant period.  What is the difference between these options?	<b>General Proposal</b> - General Traffic Safety grants are <b>non-enforcement</b> projects which address any of the 14 highway safety program areas. Organizations eligible for General traffic safety grants include state and local governments, educational institutions, and non-profit organizations.  <b>STEP Proposal</b> - Selective Traffic Enforcement Program (STEP) grants pay for overtime activities by law enforcement to reduce the incidence of speeding, driving while intoxicated, failure to use occupant restraint systems, intersection traffic control violations, and enforcement of state and local ordinances on cellular and texting devices. Only state and local law enforcement agencies and inter-governmental coordination entities for law enforcement efforts (i.e., COGs) are eligible for STEP grants. Organizations are allowed one STEP Comprehensive and one STEP CMV proposal.  Please refer to the STEP RFP: <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</a>
3)	Can we apply for STEP yearlong and STEP CMV program all in the same proposal?  Can we apply for a STEP Comprehensive and a STEP CMV proposals in the same year?	The STEP Comprehensive and STEP CMV cannot be combined into the same proposal. They are two separate proposals. Every Organization can apply for one STEP Comprehensive and one STEP CMV proposal.  Any agency can have both grants up to the maximum posted budget amount for each.  Please refer to the STEP RFP: <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</a>
4)	In the 2025 RFP under the CMV grant section, it specifically states officers may not review driver logs? Why were driver logs singled out?	Officers working STEP with 402 funds, which is the funding source, may not weigh or inspect or check log books. That’s a different type of commercial vehicle enforcement grant.
5)	Are I.S.D. Police Departments eligible to apply for STEP grants?	Yes, the RFP describes organizations eligible for STEP funds include the Texas DPS, Sheriff and Constable’s Offices, local Police Departments, and Inter-Governmental Coordination Entities for Law Enforcement Efforts; i.e. COGs.  Please refer to the STEP RFP: <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</a>

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6)	What if I want a CIOT, IDM or Op Slowdown grant?	Do not submit a proposal for CIOT, IDM or Op Slowdown Projects. These projects will be solicited at a later time. For more information on these types of grants please contact STEP Program Manager, Larry Krantz at <a href="mailto:larry.krantz@txdot.gov">larry.krantz@txdot.gov</a>
7)	Our Lieutenants are salaried employees; will we have to get authorization for them to be able to receive the reimbursed funding from the grant?	It depends on how their overtime is handled. They may not, for example, earn comp time while working overtime to conduct STEP enforcement.
8)	Is there a limit on the number of Enforcement Zones?	Yes. Every agency should have at least two zones, but most will not qualify for more than two zones based on the number of enforcement hours on their grant. There is a complete description of the formula used to determine the number of zones an agency qualifies for in the FY 2025 STEP RFP document.  Please refer to the STEP RFP: <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</a>
9)	Can enforcement zones be any shape that contains KA crashes and is no larger than 4 square miles?  If we describe the enforcement zone and give a start and end point for each, is that acceptable?	Your Enforcement Zones should be shaped in such a way as to maximize your ability to patrol the area consistently and effectively. There are complete instructions in both the STEP RFP and the in the proposal itself on the Enforcement Zone/Operational Plan page. A detailed narrative of the zone boundaries, either start-and-end points on linear zones, or on the roadways bounding the square-mile zones.  Please refer to the STEP RFP: <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/rfp.html</a>
10)	As a county, we have limited jurisdiction over the areas on the maps provided that have the highest rates of crashes. Should we provide a map of what streets/roads we have jurisdiction over?  Will we be penalized if our enforcement zones do not include those places with the highest crashes due to the limited jurisdiction?	Only the crashes that occurred in your jurisdiction will be used in creating your crash benchmarks. If you are a county-level enforcement agency, crashes that occur inside city limits in your county do not count against you, nor do crashes that happen in the county count against any city in that county. Study your maps carefully. If there are no obvious areas in your jurisdiction where crashes occur, then you may not be a good candidate for STEP.
11)	If my agency qualifies for a certain amount of funding for CMV enforcement, do I need to separate that enforcement activity from the regular enforcement grant activity?  If so, do the officers need to work CMV separately from the regular enforcement when they work the zones or can they work both at the same time?	Yes, STEP-CMV grants and STEP-COMP grants have different performance measures, so they cannot be combined under one grant. STEP-COMP activities should be recorded and reported on that grant's corresponding PRs and RFRs, and same for CMV. If you have both grants, you will file two PRs and RFRs each month, one for each grant.

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12)	If each Officer has a different overtime hourly rate while working STEP, do we use a median rate for the budget?	Yes, you would use a median rate or a weighted average if there are multiple ranks planning to work.
13)	Does TxDOT have Match guidelines?	Please refer to the most current Match Guidelines document located on the eGrants Help page. For STEP, we prefer that agencies consider using the following match options in the following order to maximize funds and minimize match-related risk: fringe benefits, administrative time, mileage. Click the link below for more information.  <a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</a>
14)	Can court time for officers on STEP violations, during their regular time be used as match? Is this put under Administrative Duties time?	Court time is shown under other miscellaneous (Category 700). The agency must study their past arrests/citations to determine what percentage do go to court and figure an average of how many hours each arrest or citation takes. They would then enter a formula into the proposed budget to show that. While court time can be used as match, there are simpler ways for agencies to develop and document match.
15)	Can costs incurred for training or conferences be considered for reimbursement and/or used as match on STEP grants?	Yes, but the training and conferences will need to be approved by TxDOT prior to grant execution. Be prepared to provide a brief justification for how the training and/or conference will enhance your agency's enforcement efforts. Keep in mind also that any out-of-state travel must also be approved in advance by submitting a supplemental report once the grant is executed.
16)	Where can I find the maps and crash data for my agency?	Links to everything an agency needs to complete a STEP grant proposal can be found here:  <a href="https://buckleuptexas.com/step-resources/">https://buckleuptexas.com/step-resources/</a>
17)	What is the hourly rate being used for Law enforcement for match purposes?	TxDOT does not have an average hourly rate of pay for law enforcement officers. The proposing agency would establish that rate and will need to justify how it was determined.
18)	If we already have an established approved indirect cost rate that is less than 10%, do we still have to provide supporting documentation?  If we have never had an approved indirect cost rate and choose the 10% indirect cost rate, do we have to provide any supporting documentation?	Yes, if your agency has a current indirect cost rate that is approved annually by your cognizant agency, then you must use this rate and attach the supporting documentation to the proposal even if it is less than 10%. The rate must be auditable.  If an agency has never had a federally approved indirect cost rate, no supporting documentation is required to claim the flat de minimus rate of 10% indirect cost. The 10% has to be calculated only on the TxDOT portion of your direct costs. The Match portion of your direct costs must be put as exemption)
19)	Can you please provide clarification on what is an acceptable cognizant agency?	Cognizant agency for indirect costs means the agency responsible for reviewing and approving the governmental unit's indirect cost rate(s).

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20)	Can we choose to just use a portion of our approved indirect cost rate (i.e. 20% of a 30% rate) in our proposal and use the difference (i.e. the remaining 10%) as match?	Yes, the difference can be claimed as match in the proposal.
21)	Are subgrantees subject to GSA travel guidelines for hotel costs?	Yes; TxDOT reimbursement follows the hotel and per diem rates established by GSA.
22)	What is the file size limit for attachments?	<p>The file size limit is 4MB per attachment. eGrants will not accept attachments over 4MB. You will receive an error message if the file size is too big.</p> <p>We recommend scanning attachments as black &amp; white and low resolution. You can also split large attachments up into smaller attachments less than 4MB.</p>
23)	Is there an example of the daily activity (time & effort) report on eGrants?	<p>Yes, there are several examples of STEP Daily Activity Reports on the eGrants help page under "STEP Tool Box"</p> <p><a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</a></p>
24)	Can you please provide a list of approved projects, proposals and budgets from previous years?	<p>TxDOT posts the current years approved project list and current Highway Safety Plan on eGrantsHelp. Previous year approved projects are reported in the Annual report also located on eGrantsHelp:</p> <p><a href="https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html">https://www.txdot.gov/apps/eGrants/eGrantsHelp/index.html</a></p>